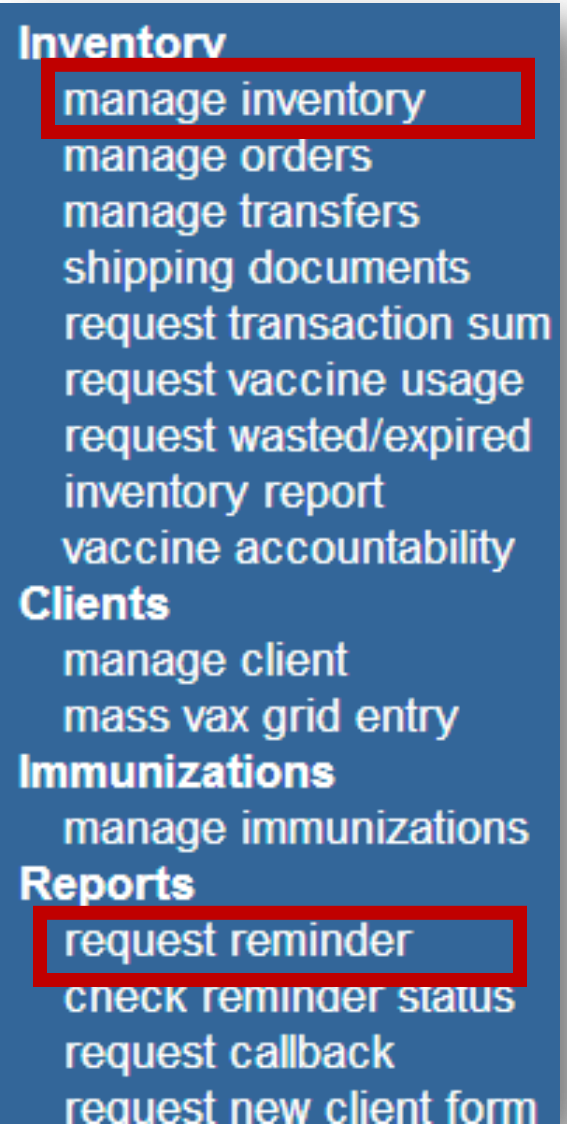
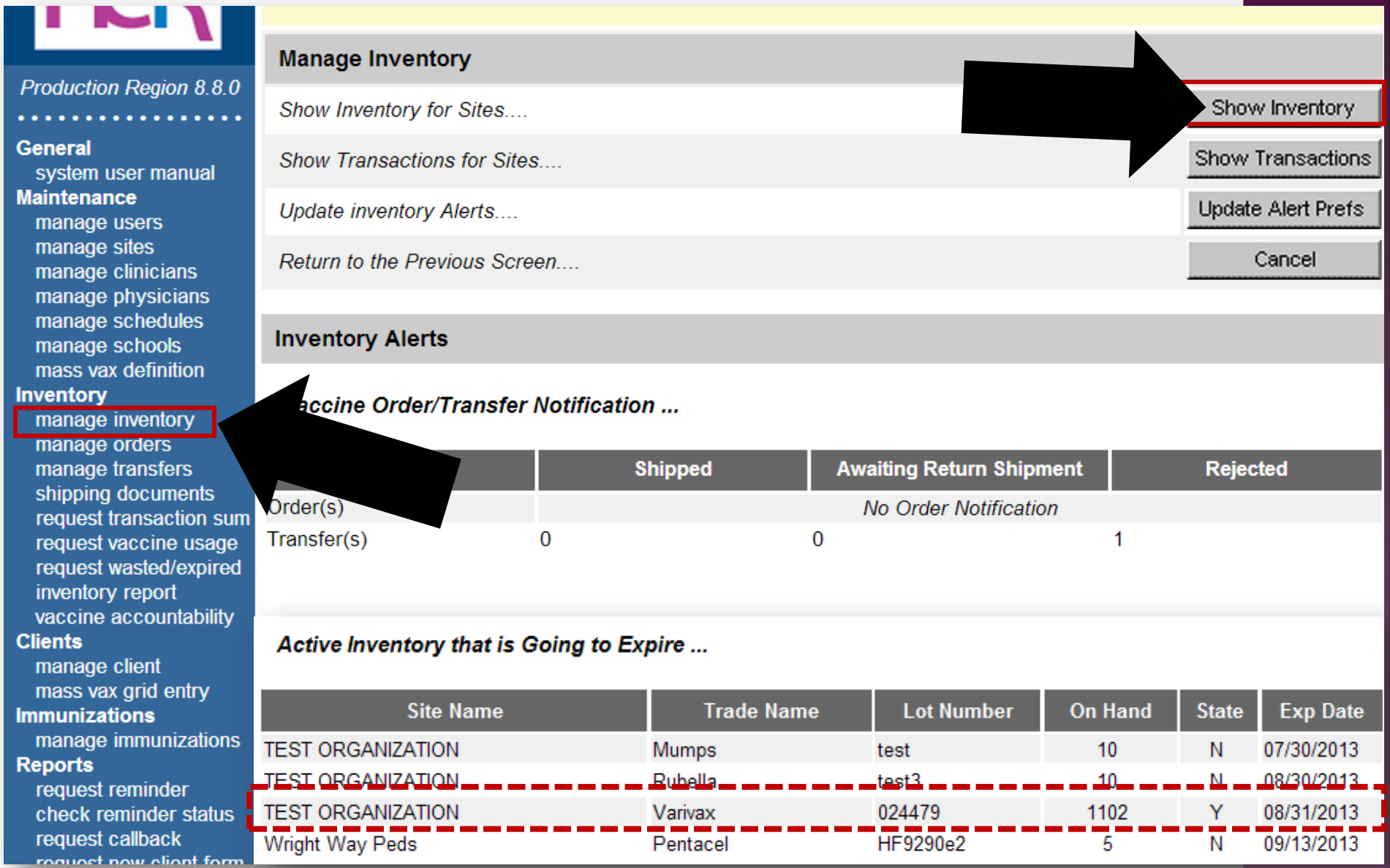


THE REQUEST REMINDER REPORT: INVENTORY USES

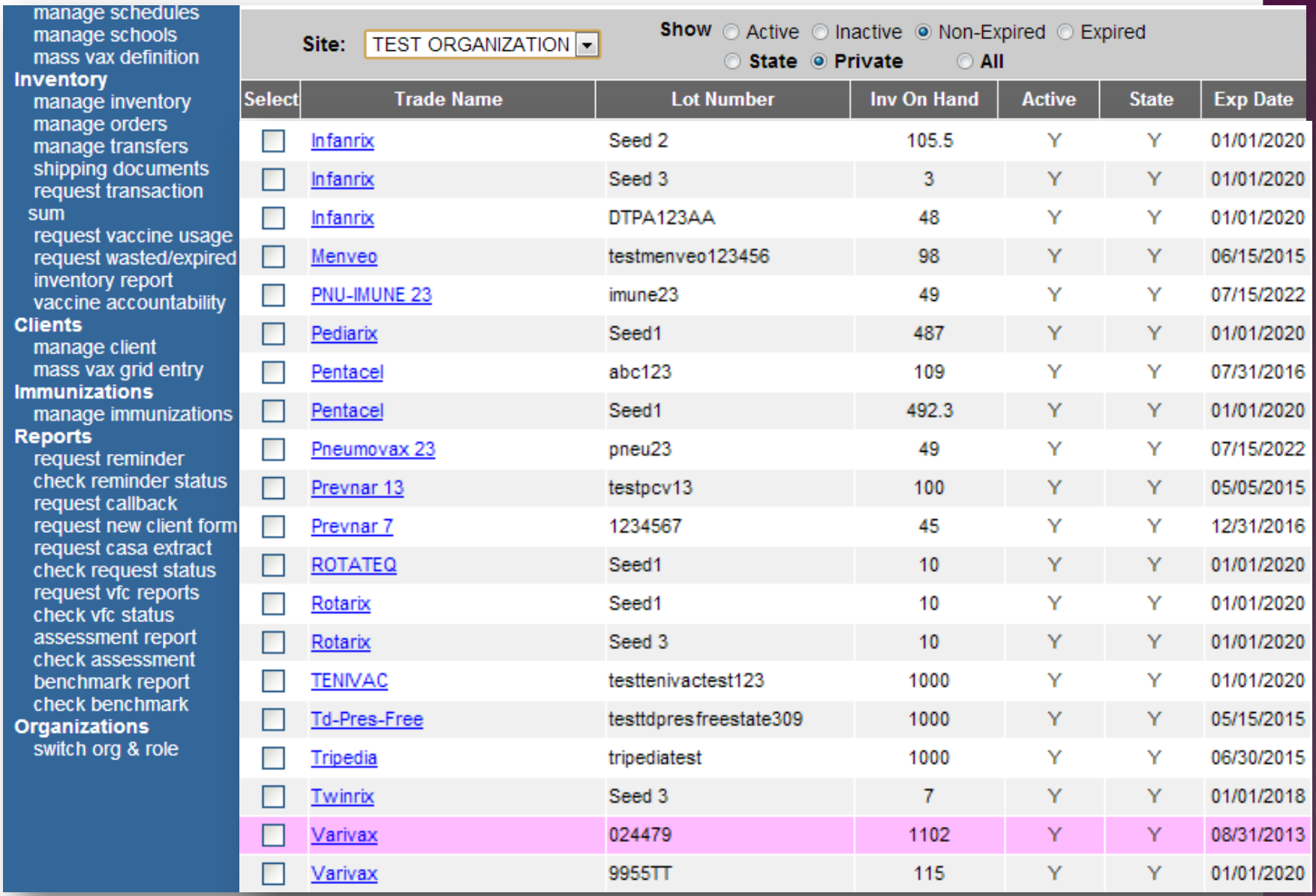
Using Request Reminder to Assist with Inventory Management

- When you have extra vaccine that you need to use, run a Request Reminder Report to target clients due for that vaccine.
  - Extra inventory
  - Active inventory that expires soon

MANAGE INVENTORY



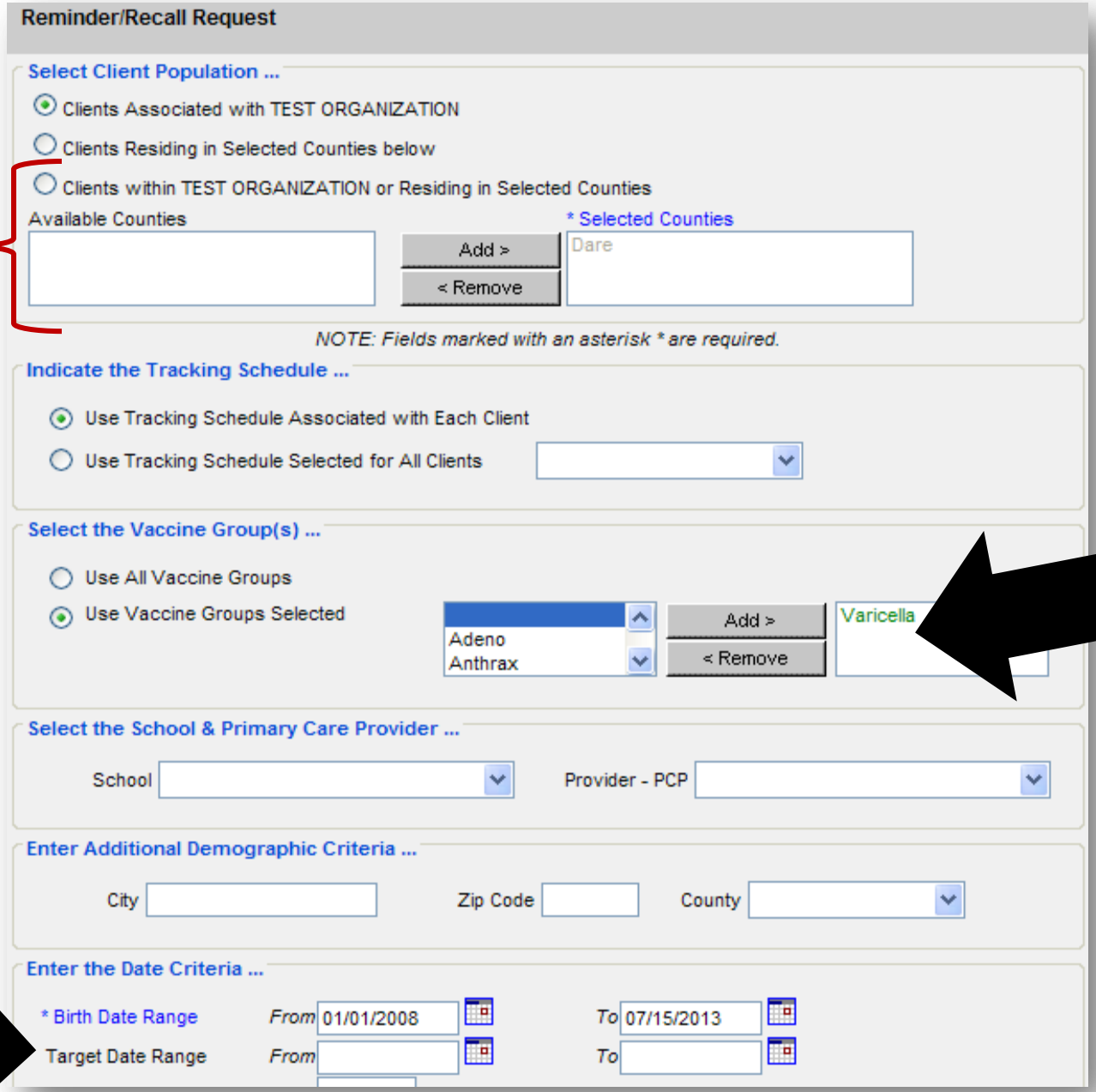
SHOW INVENTORY



Select	Trade Name	Lot Number	Inv On Hand	Active	State	Exp Date
☐	Infanrix	Seed 2	105.5	Y	Y	01/01/2020
☐	Infanrix	Seed 3	3	Y	Y	01/01/2020
☐	Infanrix	DTPA123AA	48	Y	Y	01/01/2020
☐	Menveo	testmenveo123456	98	Y	Y	06/15/2015
☐	PNU-IMUNE 23	imune23	49	Y	Y	07/15/2022
☐	Pediarix	Seed1	487	Y	Y	01/01/2020
☐	Pentacel	abc123	109	Y	Y	07/31/2016
☐	Pentacel	Seed1	492.3	Y	Y	01/01/2020
☐	Pneumovax 23	pneu23	49	Y	Y	07/15/2022
☐	Prevnar 13	testpcv13	100	Y	Y	05/05/2015
☐	Prevnar 7	1234567	45	Y	Y	12/31/2016
☐	ROTATEQ	Seed1	10	Y	Y	01/01/2020
☐	Rotarix	Seed1	10	Y	Y	01/01/2020
☐	Rotarix	Seed 3	10	Y	Y	01/01/2020
☐	TENIVAC	testtenivactest123	1000	Y	Y	01/01/2020
☐	Td-Pres-Free	testtdpresfreestate309	1000	Y	Y	05/15/2015
☐	Tripedia	tripediatest	1000	Y	Y	06/30/2015
☐	Twinrix	Seed 3	7	Y	Y	01/01/2018
☐	Varivax	024479	1102	Y	Y	08/31/2013
☐	Varivax	9955TT	115	Y	Y	01/01/2020

REQUEST REMINDER: GENERATING

Select county option for Health Depts. Only!



Select "Vaccine Group (s)" for inventory must be

Select appropriate Birth Date

REQUEST REMINDER: SUMMARY

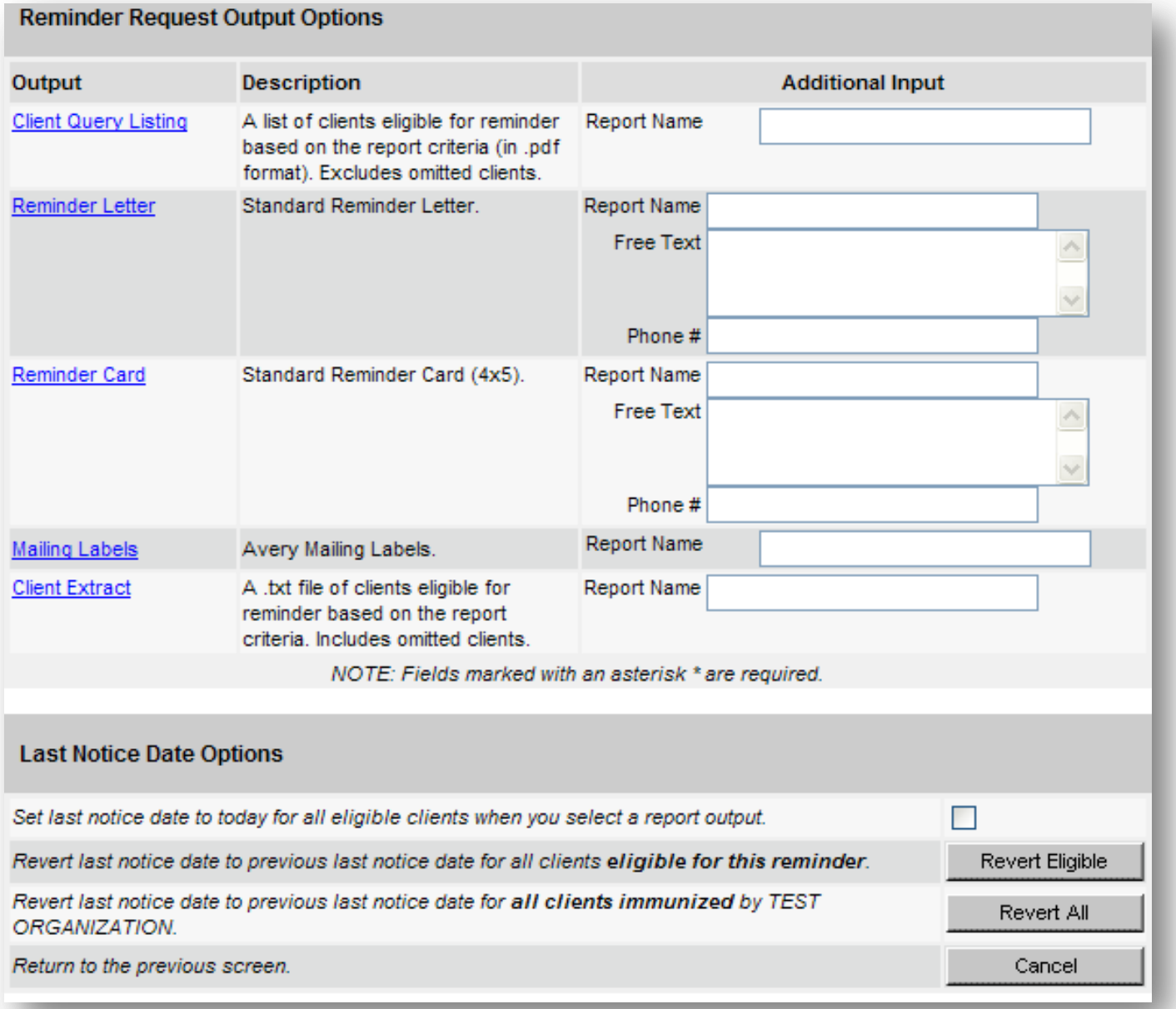
Reminder Request Process Summary

Step	Criteria Evaluated at this Step	Clients
1	Clients that are **active or inactive** for *TEST ORGANIZATION*.	10710
2	Clients that are **active** for *TEST ORGANIZATION*.	9370
3	Clients from Step 2 that are **born between 01/01/2008 and 07/15/2013.**	1513
4	Clients from Step 3 that meet the following criteria: • **County** is not specified; • **School** is not specified; • **Provider - PCP** is not specified; • **Weeks Since Last Notice** is not specified.	1513
5	Clients from Step 4 that meet the following criteria regarding vaccination status: • Clients that are **Recommended or Overdue** for one or more vaccinations **as of 07/15/2013**; • Use the following **vaccine groups: Varicella**; • Use **tracking schedule** associated with each client. • **Exclude Overdue Reminders** is not specified	997
6	Clients from Step 5 that meet the following criteria. • Have one or more **responsible persons**; • At least one responsible person **receives notices**; • **City** is not specified • **Zip Code** is not specified	875
	Total Number of Clients Eligible for Reminder	**875**
7	Clients from Step 5 that are omitted from Step 6: Omitted Clients	(122)

Reminder Request Output Options

Output	Description	Additional Input
Client Query Listing	A list of clients eligible for reminder based on the report criteria (in .pdf format). Excludes omitted clients.	Report Name
Reminder Letter	Standard Reminder Letter.	Report Name

REQUEST REMINDER: OUTPUT OPTIONS



Reminder Request Output Options

Output	Description	Additional Input
Client Query Listing	A list of clients eligible for reminder based on the report criteria (in .pdf format). Excludes omitted clients.	Report Name
Reminder Letter	Standard Reminder Letter.	Report Name Free Text Phone #
Reminder Card	Standard Reminder Card (4x5).	Report Name Free Text Phone #
Mailing Labels	Avery Mailing Labels.	Report Name
Client Extract	A .txt file of clients eligible for reminder based on the report criteria. Includes omitted clients.	Report Name

*NOTE: Fields marked with an asterisk * are required.*

Last Notice Date Options

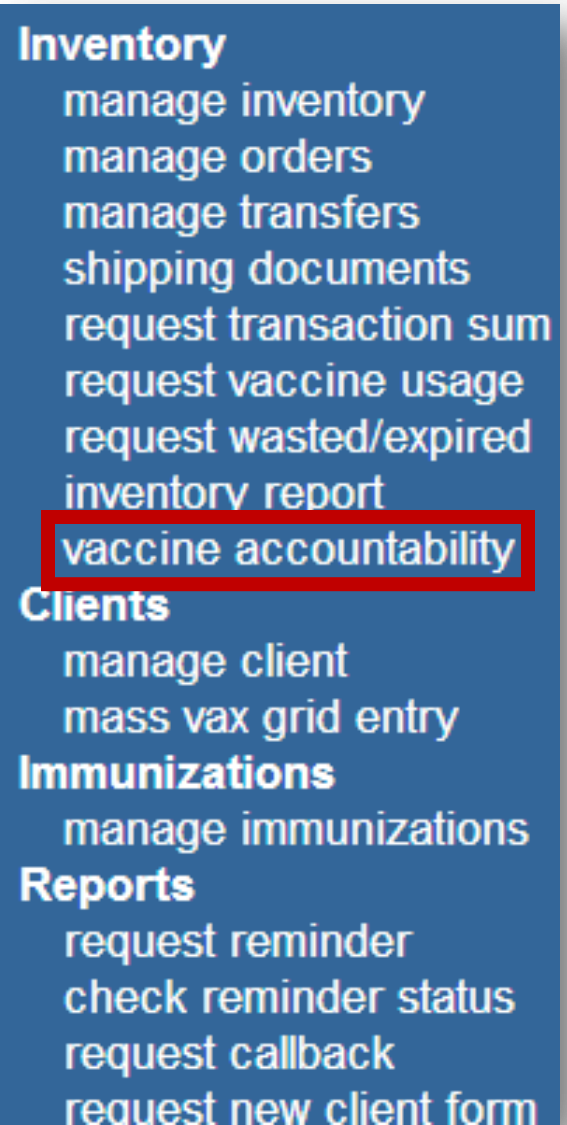
Set last notice date to today for all eligible clients when you select a report output.	☐
*Revert last notice date to previous last notice date for all clients **eligible for this reminder**.*	Revert Eligible
*Revert last notice date to previous last notice date for **all clients immunized** by TEST ORGANIZATION.*	Revert All
Return to the previous screen.	Cancel

REQUEST REMINDER: CLIENT QUERY LISTING

Client Example:

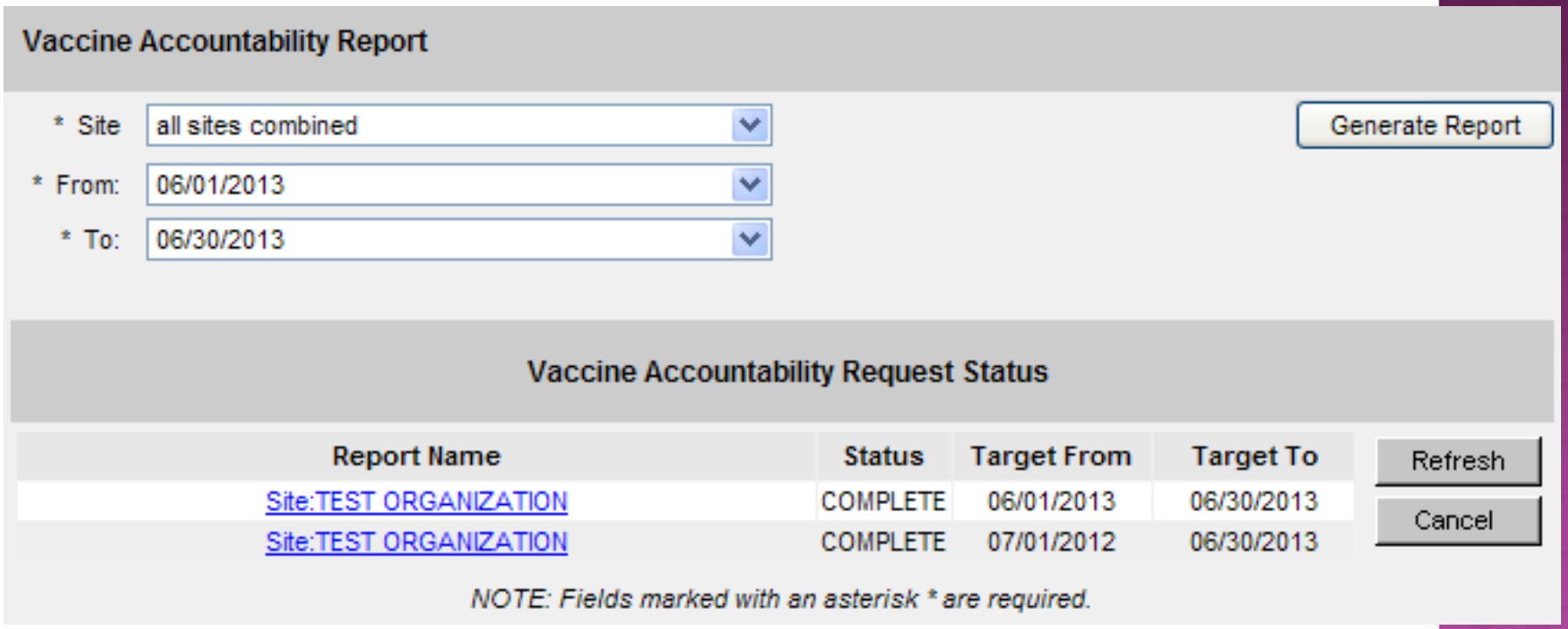
EXCHANGE MIDDLE DATA - 10/10/2009	123456789	(606) 606-0000	Street	Raleigh, NC 53719
		(606) 060-6006	Street	Madison, NC 45555

Vaccine	Recmd Day	Immunization Dates
DTP/aP	10/16/2012	1) 08/16/2012
HepA	10/10/2027	1) 10/10/2010
HepB	10/10/2027	1) 10/10/2010
Hib	01/10/2011	
Influenza	04/10/2010	
MMR	Contraindicated	
PneumoConjugate	12/10/2009	
Polio	12/10/2009	
Varicella	10/10/2010	



VACCINE ACCOUNTABILITY REPORT

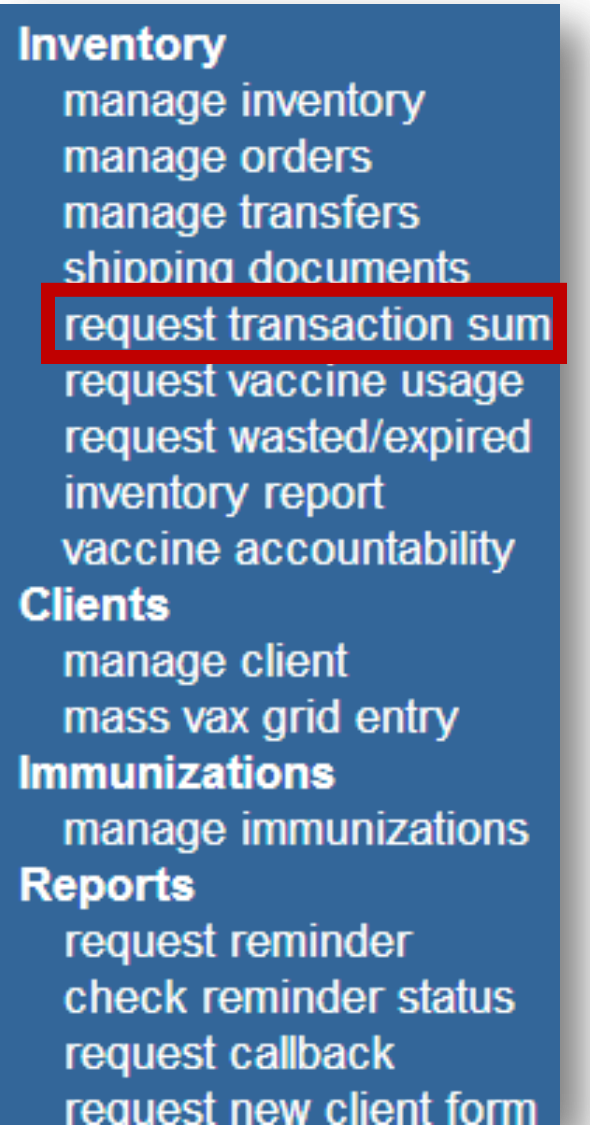
VACCINE ACCOUNTABILITY REPORT: GENERATING



VACCINE ACCOUNTABILITY REPORT: RESULTS

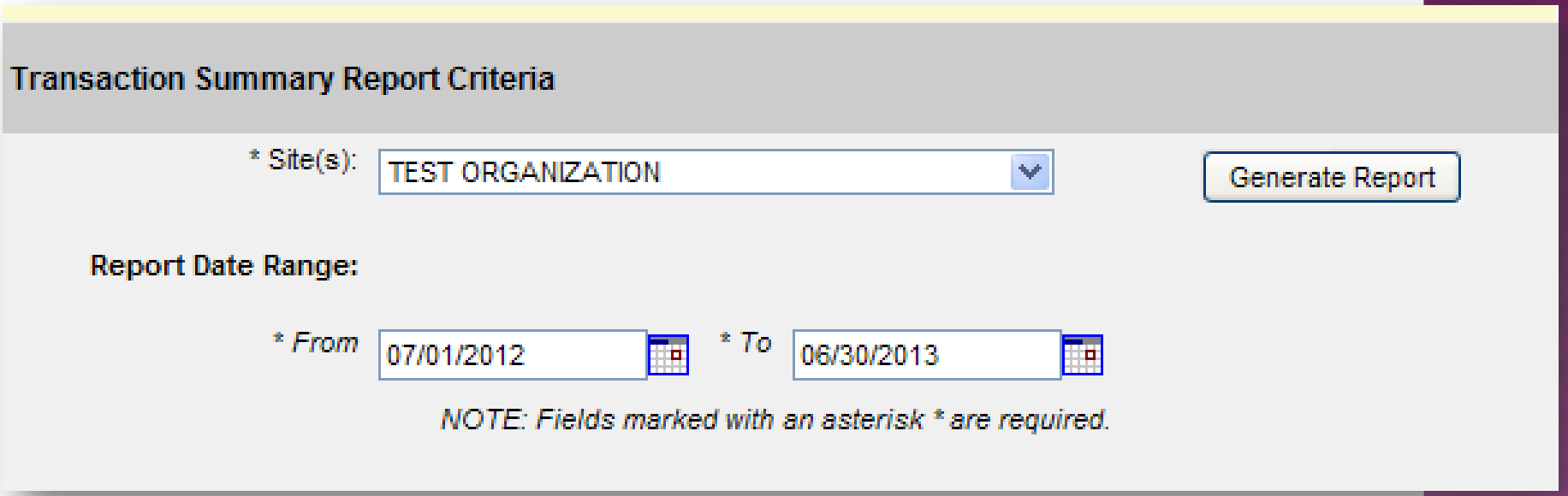
Vaccine Accountability Report

Trade name	Jul 01, 2012 Inventory	Doses Received from State	$ Value of Doses Received from State	Viable Doses Returned	Doses Transferred In	Doses Transferred Out	Wasted	Expired Doses Returned to State	Doses Administered	Viable Inventory Jun 30, 2013	Under/Over Accounted Doses	Dose $ Value	Unaccounted $ Value	Error Correction
FLU-Nasal Flu-Mist	0.0	0.0	$ 0.00	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0		$ 0.00	0.0
HPV, Bivalent Cervarix	100.0	0.0	$ 0.00	0.0	0.0	0.0	0.0	0.0	1.0	99.0	0.0		$ 0.00	0.0
HPV, quadrivalent Gardasil	0.0	0.0	$ 0.00	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0		$ 0.00	0.0
HepA-Adult VAQTA-Adult	0.0	0.0	$ 0.00	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0		$ 0.00	0.0
HepA-HepB Adult Twinrix	150.0	0.0	$ 0.00	0.0	0.0	0.0	0.0	0.0	1.0	0.0	149.0	$ 33.50	$ 4,991.50	0.0



TRANSACTION SUMMARY REPORT

TRANSACTION SUMMARY REPORT: GENERATING



VACCINE TRANSACTION SUMMARY: RESULTS

Vaccine Transaction Summary Detail for One Site

For Dates Between 06/01/2013 and 06/30/2013

Report run on: 07/15/2013 12:59 PM

Page

Provider Name TEST ORGANIZATION

Site Name TEST ORGANIZATION

Group Name	Trade Name	Funding	Immunizations Given	Transferred	Rejected & Restocked Doses	Doses Received	Wasted	Error	Expired	Totals
DTP/aP	Acel-Imune	PRIVATE	0	0	0	36	0	0	0	36
HepA-HepB	Twinrix	STATE	1	0	0	0	0	0	149	150
Hib-Meningo	MENHIBRIX	STATE	3	0	0	100	0	0	0	103
Measles	Measles	PRIVATE	0	0	0	0	0	0	10	10
		Totals:	4	0	0	136	0	0	159	299